

The Guiding Principles & Procedures Concerning Project Initiation

Importance of Project Initiation Process

The steadfastness of following a project initiation process is an important part of both program and project management. The project initiation form allows for the process of project documentation to begin and allows everyone to know and understand the project scope, responsibilities, schedule, expectations and ramifications.

Steps for getting a project underway

1. Project funding is authorized
2. Project initiation forms are filled out
3. Project initiation forms are reviewed
4. Project database information is verified
5. Project initiation forms are approved
6. Project work begins

A more detailed look at each of the steps

Step 1 - Project funding is authorized

Securing a funding source for your project is the first and most important step in beginning a project. It is important to note that just because you have funding appropriated to your project, it doesn't necessary mean that you have cash in the bank to spend. (**See Cash Flow GP&P**)

Usually this authorization will come with the City Council's approval and the Mayor's acceptance of the Capital Improvement Program (CIP) and/or the operating budget. Funding is usually appropriated in one of two ways. The funding may be listed for a project individually as a specific line item or there could be more generic line item set aside for various different purposes. For example the Arterial Rehabilitation specifies an amount of revenues that will be used on the repair, rehabilitation, and reconstruction of existing arterial roadways, but does not call out exact locations.

Another way projects can be authorized is with the creation of a **Special Assessment District**. (<http://www.lincoln.ne.gov/city/pworks/engine/devserv/pdf/spadbr.pdf>)

Step 2 - Project initiation forms are filled out

The owner's project representative should fill out **project initiation forms**. These forms are needed to...

- a) Identify Funding Source and Classify Authorization
- b) Associate Project Location, Scope, and Limits
- c) Obtain Project Number
- d) Estimate the total Project cost and level of budget detail
- e) Set the desired completion date

Step 3 - Project initiation forms are reviewed

Review of the initiation forms should occur between the members of the project team directly involved with the project. The owner's project representative should coordinate this effort to ensure it happens in a timely manner. This is important in order to...

- a) Confirm information is correct
- b) Schedule the specific milestone points
- c) Assign and verify specific project responsibilities

Step 4 - Project database information is verified

The owner's project representative should physically verify that as of the time of submitting the project initiations forms for approval that all information is correctly and as completely as possible entered into the project database. This is important so that everyone will have access to the same information regarding the project and support operations can commence.

Step 5 - Project initiation forms approved

As a minimum the owner of project should sign off that they agree with the project scope, expectations, and approach.

Project Owner	Approving Signature
Engineer Services (Design/Construction; Street Maintenance Operations)	Assistant City Engineer
Engineer Services (Traffic Operations, Development Services, Long Term)	City Traffic Engineer
JAVA	Antelope Valley Project Manager
Lincoln Water System	Chief Engineer of Water Works
Parking Operations	Business Manager
Parks & Recreation on project with PW/U	Director of Parks & Recreation
Traffic Engineering Operations	City Traffic Engineer
Urban Development on project with PW/U	Director of Urban Development
Wastewater & Solid Waste	Utilities Coordinator
Watershed Management	Special Projects Administrator

This approval process could also include getting signatures from the Director of Public Works & Utilities, City Engineer, Public Utilities Administrator, and/or Special Projects Administrator.